

CHAPTER 8

NAVAL RESERVES

Each year thousands of naval reservists fulfill their military obligations by engaging in periods of active duty. A naval reservist's orders to active duty clearly indicate whether the purpose of the active duty is for extended active duty, annual training (AT)/active duty training (ADT), or temporary active duty (TEMACDU).

This chapter deals with the differences in entitlements for each type of active duty being performed and the documents required to manually process and expend payments to these categories of personnel. Disbursing offices with Microcomputer Claims Processing System (MCPS) capability will follow procedures prescribed for that system.

The *Department of Defense Military Pay and Allowances Entitlements Manual* (DODPM) contains the pay and allowances for naval reservists and the *Navy Pay and Personnel Procedures Manual* (PAYPERSMAN), part eight, and the *Source Data System Procedures Manual* (SDSPROMAN), volume II, part eight, contain the pay procedures.

EXTENDED ACTIVE DUTY

Members of the Naval Reserve on active duty who desire to continue on active duty beyond their expiration of active obligated service (EAOS) date and who are qualified in all respects for reenlistment may be permitted to extend or reextend their active duty agreements subject to approval by their commanding officer.

The extended period of active duty must be within the term of their enlistment contracts and/or the period of the Military Selective Service (MSS) obligation.

Members of the Naval Reserve who perform extended active duty receive the same pay and allowances as members of the Regular Navy, and payments are expended in the same manner. A Reserve member who is entitled to a pension, retired pay, or disability compensation for earlier military service may elect to receive either one of the following:

- The payments for the earlier military service

- The pay and allowances for the active duty, if the member waives the pension, retired pay, or disability compensation

TEMPORARY ACTIVE DUTY

Naval reservists are also ordered to TEMACDU for periods of LESS THAN 30 DAYS or 30 DAYS OR MORE. TEMACDU orders are issued in letter format and contain the data required to open the pay account and expend the payments.

30 DAYS OR MORE

Upon receipt of the member's orders and other required documents from the admin/personnel office, the disbursing officer opens a personal financial record (PFR). To prepare an Employees Withholding Exemption, NAVCOMPT Form 3052, use the member's signed Internal Revenue Service (IRS) Form W-4. Place copies of the following documents in the member's PFR:

- Orders to active duty
- NAVPERS Forms 1070/601, 621, or 622 (enlisted only)
- NAVPERS Form 1070/602, if prepared
- NAVCOMPT Form 3068
- IRS Form W-4 (original)
- NAVCOMPT Form 3053, if prepared

Forward the original of the applicable optical character recognition (OCR) documents to DFAS - Cleveland Center by mail or through the Source Data System (SDS) or the Uniform Microcomputer Disbursing System (UMIDS).

If dependency requires the determination by DFAS-Cleveland Center, mail a copy of the NAVPERS Form 1070/602 with the required supporting documents to DFAS - Cleveland Center.

Payment Procedures

The disbursing officer pays the member on the basis of information contained in the PFR until DFAS - Cleveland Center sends the Leave and Earnings Statement (LES). Before receiving the LES, compute the member's pay, using the daily norm method, and enter the amount of payment, date, disbursing station symbol number (DSSN), and payroll number on the NAVCOMPT Form 3071A.

After receiving the LES, pay the member on regular semimonthly paydays using forecasted amounts on the LES. If an interim payment were made, and it does not appear on the initial LES, transcribe the payment in the Payment block of the LES. Make sure you deduct the interim payment from the first forecast of pay due the member.

Preparation of the money list and military pay voucher and the distribution of the payroll are the same as that for payments to regular full-time active duty members.

Allowable Travel Time

Reserve members called to active duty are entitled to pay and allowances for the time allowed for necessary travel from home to the first duty station and from the last duty station to home (except when released from active duty for retirement, or dismissal, when discharged, or upon resignation). The payment for the return home is made upon the member's release from active duty without regard to actual performance of the travel.

For a period of active duty of 30 days or more, the computation of allowable travel time is based on the following rules:

- Active duty of 20 weeks or more-Computed based on allowable travel time for permanent change of station (PCS) travel
- Active duty of less than 20 weeks-Computed based on allowable travel time for temporary additional duty (TAD) travel

A more detailed computation of travel time allowed on PCS and TAD is discussed in chapter 10 of this training manual.

Allotments

To participate in the Navy allotment system, a reservist must be on TEMACDU for at least 180 days.

Advance of Pay

To qualify for advance of pay, a reservist must be under PCS orders to TEMACDU in excess of 139 days.

TEMACDU FOR LESS THAN 30 DAYS

TEMACDU orders for less than 30 days are normally mailed to the member along with a NAVPERS Form 1070/602 (part II), an IRS Form W-4, a DD Form 1351-2, and a franked DFAS - Cleveland Center address label.

Payment Procedures

A member on TEMACDU for less than 30 days may submit completed forms to and request payment from the disbursing officer. Payments are made on a separate Voucher for Disbursement and/or Collection, NAVCOMPT Form 2277, for each member.

Entitlements and deductions are itemized on the NAVCOMPT Form 2277 to arrive at the net pay and allowances due the member as shown on figure 8-1. Pay the member and provide the member with a copy of the NAVCOMPT Form 2277. Make sure another copy is forwarded to Commander, Naval Air Force, Atlantic Fleet (COMNAVAIRLANT), Code 019C, for Medical Corps officers.

The original and copies of the member's orders must be endorsed as follows:

(Activity)	(Date)
PAID TEMACDU PAY AND ALLOWANCES \$	(Amount)
(Disbursing Officer's name)	(DSSN)

The disbursing officer or other authorized person signs the original endorsements. This payment is a public voucher (PV) payment and is not included in the financial returns as a payroll.

Travel Claim

Pay the travel claim on a Travel Voucher or Subvoucher, DD Form 1351-2, in advance of completion of return travel. Charge the appropriation data in the orders and forward a copy of the paid travel

VOUCHER FOR DISBURSEMENT AND/OR COLLECTION--NAVCOMPT FORM 2277 (6C) (2-81) S/N 0104-LF-702-2771										Page 1 of 1 Pages			
1. Purpose DISB <input checked="" type="checkbox"/> COLLECT <input type="checkbox"/>		2. Date 91 DEC 17		3. Reference Document No.			4. Bill Number		5. Voucher No. 6099				
6. FROM: Personnel Support Activity Detachment Crystal City Washington, D.C. 20376-5001							7. PAID BY: CHECK NO. 22,833,999 PAID SYMBOL 5104 42553 PSA (CC) WASH DEC 18 1991 ACCTS NRFC WASH 5101						
8. TO: Capt. Joe A. TURNER, USNR-R SSN: 222-33-4444 4751 Wilson Blvd Jacksonville, FL 32210													
9. ARTICLES, SERVICES OR ITEMS													
A. INVOICE OR ORDER NO.		B. DATE OF DELIVERY/SERVICE		C. DESCRIPTION (REMITTER, EXPLANATION, DETAILS, ETC.)				D. QUANTITY		E. UNIT PRICE COST PER		F. AMOUNT	
				PAY AND ALLOWANCES FOR TEMAC FROM 91NOV29 THRU 91DEC14 CAPT (28) 16DAYS @ \$4459.50 = \$2378.40 BAQ (D) " @ \$617.40 = \$329.28 BAS " @ \$109.37 = \$58.33 ----- GROSS PAY AND ALLOWANCES.....\$2766.01 LESS FITW (M06) \$249.24 LESS FICA \$170.06 TOTAL DEDUCTIONS... \$419.30									
G. DISCOUNT TERMS										H. TOTAL \$2346.71			
10. TYPE OF PAYMENT OR BILL: COMPLETE <input checked="" type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE <input type="checkbox"/>													
11. ACCOUNTING CLASSIFICATION TO BE CREDITED (COLLECTION)													
A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BUREAU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT (U.S. CURRENCY ONLY)			
12. DEDUCTIONS													
A. ACRN	B. TRANSPORTATION	C. DISCOUNT	D. TAX	E. RESERVE	F. MISCELLANEOUS	G. TOTAL FOR ACRN (U.S. CURRENCY ONLY)							
H. CURRENCY: EXCHANGE RATE -\$1.00 I. TOTAL DEDUCTIONS													
13. ACCOUNTING CLASSIFICATION TO BE CHARGED (DISBURSEMENT)													
A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BUREAU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT (U.S. CURRENCY ONLY)			
AA	1721453	2201	000	11600	0	000022	2D	000000	000000071128	\$2346.71			
L. TOTAL NET AMOUNT TO BE PAID (BLOCK 9-H MINUS BLOCK 12-I)													
14. INSPECTION REPORT NOS.						15. GOVT B/L NOS.							
16. APPROVED BY _____ _____ (DATE) TITLE _____						17. CERTIFIED BY <u>V. Putin</u> 91 DEC 18 (DATE) TITLE <u>DISBURSING OFFICER</u>							
18. PAYMENT RECEIVED PAYEE- PER- TITLE-										NOTICE OF EXCEPTION			

Figure 8-1.-Voucher for Disbursement and/or Collection, NAVCOMPT Form 2277.

voucher to COMNAVAIRLANT (019C) for Medical Corps officers.

Mail the NAVPERS Form 1070/602, IRS Form W-4, original and copies of the officer's orders, and a copy of the NAVCOMFT Form 2277 and DD Form 1351-2 to DFAS - Cleveland Center.

Allowable Travel Time

For period of active duty of less than 30 days, the computation of allowable travel time is based on that for TAD travel. As discussed earlier, detailed computation of travel time allowable for TAD travel is discussed in chapter 10 of this training manual.

ANNUAL TRAINING/ACTIVE DUTY TRAINING

Most naval reservists perform 14 days' AT/ADT each year. However, reservists who are in certain categories or who are undergoing special training programs may be ordered to AT/ADT for longer periods. Let us examine the entitlements and payment procedures applicable to naval reservists on AT/ADT.

30 DAYS OR MORE

AT/ADT orders are similar to that shown in figure 8-2. The orders must clearly indicate that the reservist is ordered to perform AT/ADT for 30 days or more. Other information, such as paygrade, pay entry base date (PEBD), entitlement to basic allowance for quarters (BAQ) with dependents, the number of days accrued leave for which the member has been paid since 10 February 1976, and cumulative years of sea duty completed are also shown on the orders.

Pay and Allowances

Entitlements to pay and allowances generally are the same as for full-time active duty members with pay entitlements computed on a 30-day monthly basis. Payment is not authorized for the 31st day of a calendar month (except basic allowance for subsistence [BAS] for enlisted members). This includes a member who is ordered to AT/ADT for less than 30 days and is continued on active duty for 30 days or more by new orders or an amendment to the original orders. Consult the DODPM, part eight, for complete pay entitlement under various periods of active duty.

Allowable Travel Time

Compute travel time allowable for pay and allowances purposes in the same manner as for TEMACDU of 30 days or more as discussed earlier in this chapter.

Pay Deductions

Registration of allotments is not authorized.

Reservists on AT/ADT of 30 days or more are covered by the Servicemen's Group Life Insurance (SGLI) program. Do not prorate SGLI deductions for partial month coverage. Always deduct the full month's premium for both the month of gain and loss.

Compute and deduct federal income tax withholding (FITW) and Federal Insurance Contributions Act (FICA) taxes from the member's pay account in the usual manner.

Travel and Transportation Allowances

Travel and transportation allowances generally are the same as for full-time active duty members except that payment for dependents' travel, dislocation allowance, and trailer allowance are not authorized. Consult the *Joint Federal Travel Regulations* (JFTR), volume I, and *Navy Travel Instructions* (NTI) for further information.

Pay and Leave Accounts

Upon receipt of the AT/ADT orders, ACDUTRA Pay Voucher, NAVCOMIT Form 2120, and other applicable pay documents from the admin/personnel office, you will open a NAVCOMPT Form 3071A for each reservist. Do not transmit the NAVCOMPT OCR forms to DFAS - Cleveland Center in the daily transmittal because these OCR forms are retained by the local disbursing officer.

Enter the monthly pay entitlements and deductions. The member's leave account is also maintained in the lower portion of the NAVCOMPT Form 3071A as shown in figure 8-3. The NAVCOMPT Form 3071A remains in effect for the period of training duty or until the end of the quarter, whichever comes first.

When the member continues on active duty over the end of the quarter, close and balance the NAVCOMPT Form 3071A as indicated in figure 8-4. Open a new pay account for the remaining period of AT/ADT. When the member's training duty ends before the end of the

ACOUTRA ORDERS (formerly NAVPERS 1571/5 (2-73)/ CNAVRES 1571/5 (10-75) NAVCOMPT 2120 (Rev. 3-72)		DATE: 90JAN05	
ORIGINATOR (include location & zip code)		PAN	SDN
CO, NAVRESCEN, Philadelphia, PA		65	N6187090RT04139
UNIT ATTACHED AND LOCATION		COMMAND DELIVERING ORDERS (if other than originator)	
NAVRESCEN, Philadelphia, PA GRADE/RATE/NAME AND OFFICIAL ADDRESS PN2 Chester E. WESTOVER 560 Norwalk Street Philadelphia, PA		PAY GRADE/PEBD E-5 87DEC08	DESIGNATOR/NEC SSN 489-64-2280
		ANNUAL ACOUTRA <input type="checkbox"/> YES <input type="checkbox"/> NO	PAY GROUP <input checked="" type="checkbox"/> F SECURITY CLEARANCE (based on date)
		MOB BILLET (Officers Only)	
1. Report in this NEAREST ARMED FORCES ACTIVITY FOR CERTIFICATION for physical examination, including flight physical when active duty for training (ACOUTRA) involves flying, not more than 30 days prior to ACOUTRA reporting date. If found not physically qualified these orders are cancelled.			
2. NO. OF DAYS	<input checked="" type="checkbox"/> WITH PAY <input type="checkbox"/> WITHOUT PAY	<input type="checkbox"/> OIFOT AUTH (Enlisted Only)	ACIP AUTH: (Officers Only) <input type="checkbox"/> DIFOPS <input type="checkbox"/> DIFOEN
120		ACD:	ASED:
REPORT TO:		REPORT (Date)	NO LATER (Time)
CO, NAVSTA, Norfolk, VA.		90JAN16	1600
CUM SEA DU 020825 LSL PD 25 DAS			
IF THESE ORDERS ARE FOR 14 DAYS, TRAINING ACTIVITY WILL EFFECT DETACHMENT TO ENSURE COMPLETION OF 14 DAYS ACOUTRA EXCLUSIVE OF TRAVEL TIME. UPON COMPLETION OF ACOUTRA RETURN TO THE PLACE TO WHICH THE ORDERS ARE ADDRESSED.			
3. Failure to comply with these orders without prior cancellation by competent authority may result in disciplinary action and/or administrative action affecting your status in the Naval Reserve.			
4. You will be in a duty status for the no. of days of ACOUTRA performed plus the time necessary to travel to and from your duty station not in excess of the allowable constructive time as prescribed in Joint Travel Regulations. While in a duty status you are subject to the Uniform Code of Military Justice.			
5. <input checked="" type="checkbox"/> AUTH. to travel by commercial transport. (TR's and meal tickets furnished)		<input type="checkbox"/> Directed to travel by government conveyance when available.	
<input checked="" type="checkbox"/> Authorized to travel at your own expense subject to reimbursement.		<input type="checkbox"/> Authorized to travel at your own expense NOT subject to reimbursement.	
6. If these orders are without pay, you are entitled to allowances for subsistence and quarters. NOTE: If these orders do not provide for pay, travel reimbursement, and allowances and you do not desire to bear this expense, the orders are revoked.			
7. MEMBER IS <input type="checkbox"/> IS NOT <input checked="" type="checkbox"/> ENTITLED TO BAQ WITH DEPENDENTS.			
8. COST OF TRAINING IS CHARGEABLE AS FOLLOWS: PAY/ALLOWANCES			
AA 1701405.7210 011 31119 0 068518 2D 000000 000000071600			
TRAVEL			
AB 1701405.7210 021 31119 0 068518 2D 000000 000000074600			
PER DIEM			
AC 1701405.7210 021 31119 0 068518 2D 000000 000000074601			
TRANSPORTATION AND MEAL TICKETS FURNISHED		SIGNATURE OF ISSUING OFFICER	
		S. K. Brierly By direction of CO	
PHYSICALLY QUALIFIED FOR ACOUTRA	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	DATE 90JAN15	SIGNATURE OF MEDICAL OFFICER D. R. ADKINS, LCDR, MC, USN
PHYSICALLY EXAMINED AND QUALIFIED FOR RELEASE	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	DATE 90MAY15	SIGNATURE OF MEDICAL OFFICER C. D. SIMPSON, LT, MC, USNR
TRAINING ACTIVITY ENDORSEMENT	YES <input type="checkbox"/> NO <input type="checkbox"/>	DATE & HR REPORTED 90JAN16 1445	SIGNATURE OF COMMANDING OFFICER J. B. AUSTIN, By dir of CO
GOVERNMENT QUARTERS AVAILABLE	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	DATE & HR DETACHED 90MAY15 1000	SIGNATURE OF COMMANDING OFFICER J. B. AUSTIN, By dir of CO
GOVERNMENT MESS AVAILABLE	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		
VOUCHER NO. 8319	D.O. SYMBOL NO. 5245	SIGNATURE OF DISBURSING OFFICER	
DATE: 90MAY15	NET AMOUNT PAID 1022.25	P. J. IRISH	

Figure 8-2.-AT/ADT orders-30 days or more.

COMNAVRESFOR ORDERS
N618709URFO 4139

MISCELLANEOUS MEMORANDA RECORD

NAME (Last, first, middle initial)

WESTOVER, CHESTER E.

SSN

489-64-2280

DATE OF VOUCHER/ INPUT DOCUMENT	D.O. SYMBOL NO.	VOUCHER NO.	AMOUNT	TYPE OF PAYMENT/OTHER REMARKS
REPORTED	90 JAN 16	GAIN: 90 JAN 16	PE 82: 87 DEC 06	LOSS: 90 MAY 15
3 BROUGHT FWD	JAN	FEB	MAR	AA (AD) SGLI DED NET PAY
BP E-5(2)	522.45	1044.90	1044.90	2612.25
RATS SEP	87.36	152.88	169.26	409.50
BAG D	180.75	361.50	361.50	903.75
TOTAL	790.56	1559.67	1575.90	3925.50
FITW MOI	12.20	90.50	90.50	193.20
FICA	39.97	79.93	79.93	(199.83) 199.83
SGLI	4.00	4.00	4.00	12.00
NET PAY	734.00	692.-	700.-	2126.-
NET PAY		693.-		693.-
TOTAL	790.56	1558.63	874.43	2819.-
CARRIED FWD	.39	.24	701.47	1106.50 (199.83) 12.00 393.03 701.47
BROUGHT FORWARD				
GROSS PAY	FICA WAGES	FICA TAX	SGLI	TAXABLE WAGES
3925.50	2612.25	199.83	12.00	2612.25
INCLUDE THESE AMOUNTS ON NAVCOMPT 2261 AT END OF QUARTER.				
LV EARNED	LV TAKEN	BALANCE	RECORD OF PAYMENTS	
JAN 1.5	-0-	1.5	AMT.	DATE
FEB 2.5	-0-	4.0	734.-	2/1
MAR 2.5	-0-	6.5	692.-	2/15
			693.-	3/1
			700.-	3/15
			701.47	4/1
				NPR
				N0150
				N0186
				N0231
				N0245
				N0301

NAVCOMPT FORM 3071A (3-75)
S/N 0104-LF-703-0710

814374

Figure 8-4. Training duty pay and leave account-end of quarter.

COMNAVRESFOR ORDERS
 N6197090RTO 4/39

MISCELLANEOUS MEMORANDA RECORD

NAME (Last, first, middle initial) WESTOVER, CHESTER E.				SSN 489-64-2280
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DATE OF VOUCHER/ INPUT DOCUMENT	D.O. SYMBOL NO.	VOUCHER NO.	AMOUNT	TYPE OF PAYMENT/OTHER REMARKS		
REPORTED	90 JAN 16	GAIN: 90 JAN 16	PEB: 87 DEC 08	LOSS: 90 MAY 15		
BROUGHT FWD	APR	MAY		AA (AD) SGLI DED NET PAY		
	-0-	74				
BP ES (2)	1044.40	532.45		1567.35		
KATS SEP	163.80	81.90		245.70		
BAD D	361.50	180.75		542.25		
LSL (10.50)	-0-	365.72		865.72		
TOTAL	1570.20	1151.56		2721.02		
FITW M-1	90.53	12.20		102.73		
FITW 20%	-0-	73.14		73.14		
FICA	74.93	39.97		(119.90) 119.90		
SGLI	4.00	4.00		8.00		
NET PAY	698.-			648.-		
NET PAY	697.-			697.-		
TOTAL	1569.40	129.31		1395.-		
CARRIED FWD	74	1022.25		1326.02 (119.90) 8.00 295.77 1022.25		
BROUGHT FORWARD						
GROSS PAY	FICA WAGES	FICA TAX	SGLI	TAXABLE WAGES	FITW	PAYMENT
2721.02	1567.35	119.90	8.00	1933.07	175.87	2417.25
3425.50	2612.25	199.83	12.00	2612.25	193.20	3520.47
6646.52	4179.60	319.73	20.-	4345.32	369.07	5937.72
LEARNED	LV TAKEN	BALANCE				
BF		6.5				
APR 2.5	-0-	9.0				
MAY 1.5	-0-	10.5				
			RECORD OF PAYMENTS			
			AMT.	DATE	NPR	
			698.-	4/15	N03K5	
			697.-	5/1	N03K5	
			1022.25	5/15	N03K0	

NAVCOMPT FORM 3071A (3-75)
 S/N 0104-LF-703-0710

814374

Figure 8-5. Training duty pay and leave account-end of training duty.

quarter, close and balance the pay account as shown in figure 8-5 or figure 8-6, as applicable.

You will also open a PFR for the member and annotate the PFR above the word **Navy** in bold black print **TRAINING DUTY**. File the NAVCOMPT Form 3071A in the member's PFR.

Regular Payments

Separate the NAVCOMPT Form 3071A by order-writing activity unit identification code (UIC), as indicated by the second through sixth digits of the Standard Document Number (SDN). Prepare a separate

MISCELLANEOUS MEMORANDA HECQJID

NAME (LAST, FIRST, MIDDLE INITIAL) LENNY, BEN J				SSN 232-50-6160
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DATE OF VOUCHER/ INPUT DOCUMENT	D.O. SYMBOL NO.	VOUCHER NO.	AMOUNT	TYPE OF PAYMENT/OTHER REMARKS
REPORTED		GAIN:		LOSS:
BROUGHT FWD	<u>ADR</u>	<u>1441</u>		<u>AA (AD) SGLI DED NET</u>
3P ES (02)	1044.90	426.94		1671.84
BAQ (D)	361.50	216.70		578.40
RATS SEP	163.80	78.28		262.08
LSL	- - -	139.32		139.32
AMT OVPD	- - -	44.24		<u>44.24</u>
TOTAL	1570.36	1125.90		2695.80
FITW (M02)	63.05	25.94		(127.19) 89.03
FICA	79.93	47.96		127.89
SGLI	4.00	4.00		8.00
FITW 20%	- - -	27.96		27.96
CHECKAGE	- - -	300.-		300.-
NET PAY	711.-	720.-		1431.-
NET PAY	712.-	720.-		712.-
TOTAL	1569.98	1125.90		2443.-
CARRIED FWD	122			252.88 (127.19) 8.00 244.88 -
BROUGHT FORWARD				
GROSS PAY	FICA WAGES	FICA TAX	SGLI	TAXABLE WAGES
2681.64	1671.84	127.89	8.-	1811.16
3925.50	2621.25	199.83	12.-	2612.25
6577.14	4293.09	327.72	20.-	4423.41
LV EARNED	LV TAKEN	BALANCE		
BF	- - -	- - -		
April 25		2.5		
May 1.5		4.0		
				RECORD OF PAYMENTS
AMT.		DATE	NPR	
711.-		4/15/90	N0310	
712.-		5/1/90	N0330	
720.-		5/15/90	N0341	

NAVCOMPT 2261

SSN	NAME (LAST, FIRST, MIDDLE INITIAL)	AA	AB	AC	WITHH PTMT	AD	DEDUCTIONS	NET PAY
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
232-50-6160	LENNY, BEN J	252.88				127.89	252.88	-0-

NAVCOMPT 3055

13. DATE PAID (MM/DD/YY) 90MAY18		14. SIGNATURE OF AGENT/OFFICER	
15. COUNTRY CODE		APPROPRIATION CHARGES	
16. APPROPRIATION	FRB	CNRF	NET PAY
RPN 90	372.77	8.00	380.77

Figure 8-6. End of training duty-member overpaid.

NAVCOMPT FORM 2261 (7-78) S/N 0104-LF-702-2810										ACDUTRA MONEY LIST		NPR N0150 DSSH 5245		DATE PAID 90FEB01	
SSN	NAME (LAST, FIRST, MIDDLE INITIAL)	AA	AB	AC	INTRM PYMT	AD	DEDUCTIONS	NET PAY	CHECK NO.						
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)						
1 489-64-2280	WESTOVER, CHESTER N6187090RT04139	734.00						734.00	7769350						
2 134-11-3445	KING, CHARLES M N6187090RT04181	884.00						884.00	7769351						
3															
4															
5															
6															
7															
8															
9															
10															
TOTALS		1618.00						1618.00							

Figure 8-7.-Training duty money list-regular payday.

NAVCOMPT Form 2261 and NAVCOMPT Form 3055 for each group.

Compute the net amounts due and make payments to members semimonthly in even dollar amounts as shown in figures 8-7 and 8-8.

After making payment, post the amount paid in the appropriate month's column and on the line titled Net Pay and also under the Record of Payments block of the NAVCOMPT Form 3071A as shown in figure 8-4.

End of Quarter Payday

You will extend pay, allowances, and deductions into the proper columns on the NAVCOMPT Form 3071A. Balance and close the pay and leave accounts and complete the carried forward portion of the NAVCOMPT Form 3071A. Payments are made for full dollars and cents because it is the end of the quarter.

Open a new NAVCOMPT Form 3071A and bring forward the leave balance and carried forward totals

NFC USE ONLY		3055		NFC USE ONLY	
MILITARY PAY VOUCHER					
1. VOU. NO. 4839	2. TOTAL PAGES 1	3. PAYROLL NO. N0150	4. DEPARTMENT	5. PURPOSE OF PAYMENT REGULAR	
6. ORGANIZATION AND LOCATION FAADC NORFOLK VA				7. PAID BY: FAADC NORVA 01 FEB 90 SYMBOL 5245	
				(BRIEF STAMP)	
8. SSN	9. MEMBER'S NAME (LAST, FIRST, MIDDLE INITIAL)				
1. CERTIFY THIS VOUCHER IS CORRECT AND PROPER FOR PAYMENT FROM THE APPROPRIATION AND/OR FUND INDICATED BELOW					
10. DSSN 5245	11. TYPED NAME OF DISBURSING OFFICER P. J. IRISH		12. SIGNATURE OF DISBURSING OFFICER <i>P. J. Irish</i>		
AS AGENT OFFICER TO THE ABOVE DISBURSING OFFICER, I CERTIFY THE AMOUNTS SHOWN ON THE ATTACHED MONEY LISTS HAVE BEEN PAID BY ME TO MEMBERS LISTED THEREON AFTER PROPER IDENTIFICATION.					
13. DATE PAID (MM/DD/YY) 90FEB01	14. SIGNATURE OF AGENT OFFICER				
15. COUNTRY CODE		APPROPRIATION CHARGES			
16. APPROPRIATION RPN 90					
		17. P.G.	18. AMOUNT \$ 1618.00		
		20. P.G.	21. AMOUNT		
		23. P.G.	24. AMOUNT		
		26. P.G.	27. AMOUNT		
		28. TOTAL AMOUNT		\$ 1618.00	
PAYMENT DATA					
CHECK PAYMENT	29. AMOUNT \$ 1618.00	30. PAID BY CHECK NUMBERS 7769350 TO 7769351 INCL.			
CASH PAYMENT	31. AMOUNT \$	32. SIGNATURE OF PAYEE (FOR AN INDIVIDUAL CASH PAYMENT)			
I ACKNOWLEDGE RECEIPT OF CASH PAYMENT IN AMOUNT STATED.					

☐ VALIDATION ERROR
NAVCOMPT FORM-OCR 3055(A) PTHREV. 2-73)
S/N 0104-LF-710-5500

★ U.S. GOVERNMENT PRINTING OFFICE: 1978 - 261-381/X-014
FORM APPROVED BY THE COMPTROLLER GENERAL, U.S., 25 SEP 1972

Figure 8-8.-NAVCOMPT Form 3055-regular payday.

from the closed NAVCOMPT Form 3071A. File the new and old NAVCOMPT Forms 3071A in the member's PFR. See figures 8-4 and 8-5.

The NAVCOMPT Form 2261 is shown in figure 8-9. Prepare it in triplicate. List the members in any order, regardless of pay group, and enter the SDN indicated on the members' pay account immediately below the members' name. Enter the totals in the appropriate columns from the amounts extended and totaled on the NAVCOMPT Form 3071A.

After completion of the NAVCOMPT Form 2261, prepare a check for each member for the Net Pay Due amounts. Pay the members and post the payments to their corresponding NAVCOMPT Form 3071A.

Prepare the NAVCOMPT Form 3055 in the usual manner except in block 16 type RPN and the two-digit fiscal year and fill in columns titled FRB, CNRF, NET PAY, and AMOUNT. Obtain the amounts to be entered

in the appropriate columns from the NAVCOMPT Form 2261.

In addition to the members' paychecks, you must also prepare a check payable to the nearest Federal Reserve bank (example: Federal Reserve Bank [city and state]) for the amount under FRB if the disbursing officer is assigned an employer identification number (EIN). If the disbursing officer does not have an EIN, make the check payable to Federal Reserve Bank, Cleveland, Ohio, and forward the check to DFAS - Cleveland Center.

Also prepare a check payable to the Commander, Naval Reserve Force (CNRF) for the amount under CNRF and annotate SGLI PREMIUM in the lower left side. These will be the last two checks assigned to the payroll and listed in block 30, as well as shown separately as illustrated in figure 8-10.

NAVCOMPT FORM 2261 (7-76) S/N 0104-LF-702-2810										
ACDUTRA MONEY LIST										
NPR N0301 DSSN 5245 DATE PAID 90APR01										
SSN	NAME (LAST, FIRST, MIDDLE INITIAL)	AA	AB	AC	INTRM PYMT	AD	DEDUCTIONS	NET PAY	CHECK NO	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	
1 489-64-2280	WESTOVER, CHESTER N6187090RT04139	1106.50				119.83	405.03	701.47	7769490	
2										
3										
4										
5										
6										
7										
8										
9										
10										
TOTALS		1106.50				119.83	405.03	701.47		

TOTAL OF
FICA, FITW
AND SGLI.

Figure 8-9. Training duty money list-end of quarter payday.

NFC USE ONLY		3055		NFC USE ONLY	
MILITARY PAY VOUCHER					
1. VOU. NO. 5468	2. TOTAL PAGES 1	3. PAYROLL NO. N0301	4. DEPARTMENT	5. PURPOSE OF PAYMENT REGULAR	
6. ORGANIZATION AND LOCATION FAADC NORFOLK, VA				7. PAID BY: FAADC NORVA 1 APR 90 SYMBOL 5245	
				(BRIEF STAMP)	
8. SSN	9. MEMBER'S NAME (LAST, FIRST, MIDDLE INITIAL)				
I CERTIFY THIS VOUCHER IS CORRECT AND PROPER FOR PAYMENT FROM THE APPROPRIATION AND/OR FUND INDICATED BELOW.					
10. DSSN 5245	11. TYPED NAME OF DISBURSING OFFICER P. J. IRISH		12. SIGNATURE OF DISBURSING OFFICER <i>P. J. Irish</i>		
AS AGENT OFFICER TO THE ABOVE DISBURSING OFFICER, I CERTIFY THE AMOUNTS SHOWN ON THE ATTACHED MONEY LISTS HAVE BEEN PAID BY ME TO MEMBERS LISTED THEREON AFTER PROPER IDENTIFICATION.					
13. DATE PAID (MM/DD/YY) 90APR01	14. SIGNATURE OF AGENT OFFICER				
15. COUNTRY CODE	APPROPRIATION CHARGES				
16. APPROPRIATION FRB RPN 90 512.86		CNRF 12.00	NET PAY 701.47	AMOUNT 1226.33	
19. APPROPRIATION DED + AD		SGLI	AA + AD		
22. APPROPRIATION		23. P.G.			
25. APPROPRIATION		24. AMOUNT			
		26. P.G.			
		27. AMOUNT			
		28. TOTAL AMOUNT 1226.33			
FRB - CK #7769491 CNRF - CK #7769492		PAYMENT DATA			
CHECK PAYMENT	29. AMOUNT 1226.33	30. PAID BY CHECK NUMBERS 7769490 - TO 7769492 INCL.			
CASH PAYMENT	31. AMOUNT	32. SIGNATURE OF PAYEE IF FOR AN INDIVIDUAL CASH PAYMENT			
I ACKNOWLEDGE RECEIPT OF CASH PAYMENT IN AMOUNT STATED.					

☐ VALIDATION ERROR
 NAVCOMPT FORM-OCR 3055/4 PTHREV. 2-73/1
 S/N 0104-LF-710-3300

U.S. GOVERNMENT PRINTING OFFICE: 1978 - 261-381/K-614
 FORM APPROVED BY THE COMPTROLLER GENERAL, U.S.: 23 SEP 1972

Figure 8-10.-NAVCOMPT Form 3055-end of quarter payday.

Final Payment

When a reservist completes a period of AT/ADT of 30 days or more, close and balance the AT/ADT pay and leave account. Prepare the NAVCOMPT Forms 3071A, 2261, and 3055 in the same manner as for the end of quarter payday. Enter the notation FINAL PAYMENT in the top right corner of the NAVCOMPT Form 2261 and underline in red as shown in figure 8-11.

In addition, prepare an ACDUTRA Pay Voucher, NAVCOMPT Form 2120, as shown in figure 8-12.

IRS Form W-2

You will prepare a Wage and Tax Statement, IRS Form W-2, for each member at the end of the training

duty period and the end of the calendar year. Obtain the amounts from the NAVCOMPT Form 3071A.

Distribution of Documents

Documents are distributed as indicated in figure 8-13. The importance of the proper distribution of all documents supporting AT/ADT payments cannot be overemphasized. You should always refer to the most current procedures in the PAYPERSMAN and the SDSPROMAN, volume II, to make sure the assembly and distribution of documents are made correctly

TRAINING DUTY FOR LESS THAN 30 DAYS

AT/ADT orders for less than 30 days are the same as that issued to reservists on AT/ADT for 30 days or

NAVCOMPT FORM 2261 (7-78) S/N 0104 LF 702-2810									
ACDUTRA MONEY LIST									
NPR <u>N0405</u> DSSN <u>5245</u> DATE PAID <u>90MAY15</u>									
SSN	NAME (LAST FIRST MIDDLE INITIAL)	AA	AB	AC	INTRM PYMT	AD	DEDUCTIONS	NET PAY	CHECK NO
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
1 489-64-2280	WESTOVER, CHESTER N61870RT04139	1326.02				119.90	295.77	1022.25	7772843
2									
3									
4									
5									
6									
7									
8									
9									
10	TOTALS	1326.02				119.90	295.77	1022.25	

UNDERLINE IN RED

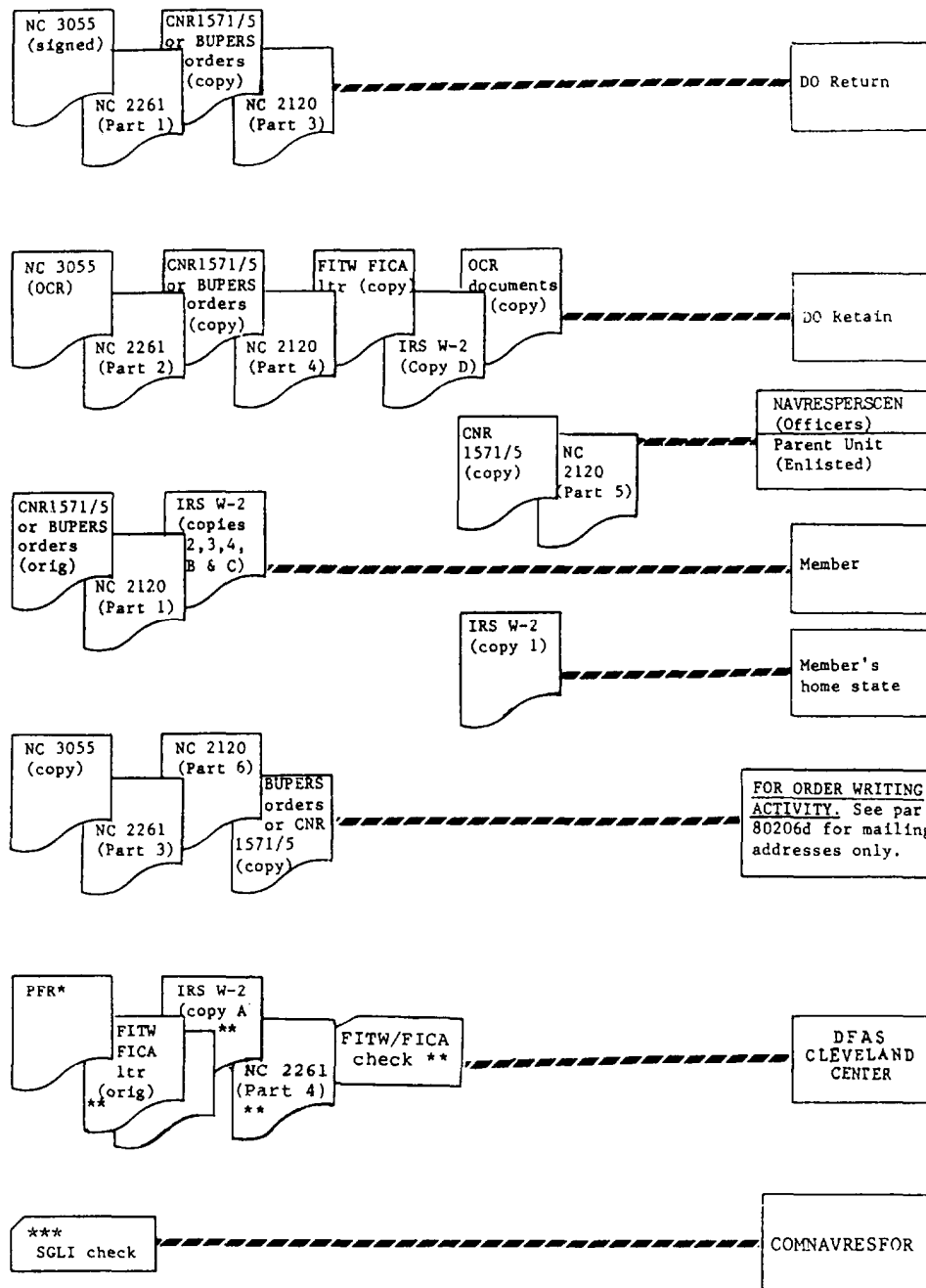
FINAL PAYMENT

TOTAL OF FICA, FITW AND SGLI.

Figure 8-11. Training duty money list-end of training duty payday.

ACDUTRA PAY VOUCHER NAVCOMPT FORM 2120 (REV. 11-75)				NOTICE BEFORE FILLING IN THIS FORM, PLEASE READ THE PRIVACY ACT STATEMENT ON THE BACK.	
SSN 489-64-2280		NAME WESTOVER, CHESTER E		DATE OF ORDERS 90JAN05	
				SDN N6187090RT04139	
SECTION A	TRAVEL ITINERARY	TRAVEL MODE CODES	TRANSPORTATION REQUEST T		
			RAIL R		
			GOVERNMENT TRANSPORTATION G		
			PLANE P		
			COMMERCIAL (OWN EXPENSE) C		
			BUS B		
			PRIVATE CONVEYANCE P		
			AUTO A		
PLACES OF DEPARTURE, ARRIVAL AND/OR DELAY			DEPARTED		ARRIVED
			HOUR	DATE	HOUR DATE
FROM TO					
FROM TO					
FROM TO					
SECTION B STATEMENT OF MISCELLANEOUS EXPENSES					
TIME	DATE	TYPE OF EXPENSE	FROM	TO	AMOUNT
SECTION C CERTIFICATE OF TRAVELER					
GOVT QTRS USED		GOVT MEALS			
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO			
I Herby Submit Claim for all Monies found to be due me for Travel and Active Duty for Training Performed Under these Orders and Certify that the Above Statements and Schedules are Correct and Just in all Respects and that Payment or Credit has not been Received.					
Penalty for Presenting Fraudulent Claim-Fine of not more than \$10,000 or Imprisonment of not more than 5 Years, or Both. Title 18 USC 287: 1001			Forfeiture of Fraudulent Claim-Falsification of an Item in an Expense Account Works a Forfeiture of the Claim. Title 28 USC 2514.		
MY MODE OF TRANSPORTATION FOR RETURN HOME WILL BE:			SIGNATURE OF INDIVIDUAL		DATE
SECTION D DISBURSING OFFICER ENDORSEMENT					
CREDITS	FROM	TO	DAYS	RATE	AMOUNT
					RECAPITULATION
					GROSS PAY AND ALLOWANCES (FY 90) \$ 6646.52
					GROSS PAY AND ALLOWANCES (FY) \$
					FICA WAGES \$ 4179.60 TAX \$ 319.73
					SGLI WITHHOLDING TAX \$ 20.00 369.07
FAADC NORVA 90JAN16					LESS INTERIM PAYMENT \$ 4915.47
Training duty pay records (NAVCOMPT 3071A) opened 90JAN16 and 90APR01					TOTAL DEDUCTIONS \$ 5624.27
P. J. D. SHY 5245					NET PAY DUE \$ 1022.25
					GOVT CONTRIBUTION (FY) \$ TO FICA TAX (FY 90) \$ 319.73
ADDITIONAL INFORMATION: (Check this box <input type="checkbox"/> if continued on reverse side)					
SYMBOL NUMBER		SIGNATURE OF DISBURSING OFFICER			
TRAVEL EXPENSES					
FY ()	MILES AT \$	PER DIEM: \$	MISCELLANEOUS: \$	TOTAL \$	
TRAVEL EXPENSES					
FY ()	MILES AT \$	PER DIEM: \$	MISCELLANEOUS: \$	TOTAL \$	
PV NUMBER	DATE	SYMBOL NO.	CASH	CHECK NO.	AMT.
8319	5/15/90	5245		7769969	1022.25
					TOTAL AMT. PAID ON THESE ORDERS: 6966.25
S/N 0104-LF-702-1201					

Figure 8-12.-Training duty pay voucher-30 days or more.



*PFR contents: IRS W-4, NC 3071As, CNAVRES 1571/5 or BUPERS orders (copy), NC 2120 (Part 2) and signed copy of OCR documents, forward to DFAS-CLEVELAND CENTER.

**DO without EIN: Forward to DFAS-CLEVELAND CENTER. DFAS-CLEVELAND CENTER will acknowledge receipt of the check and documents forwarded on copy of the letter.

***Forward SGLI check to COMNAVRESFOR (code 621).

Figure 8-13.-Distribution of training duty document-30 days or more.

more. The orders must clearly indicate that the period of training duty is specifically for less than 30 days as shown in figure 8-14.

Pay and Allowances

Members on AT/ADT for less than 30 days are entitled to pay and allowances for each calendar day or

ACDUTRA ORDERS (formerly NAVPERS 1571/5 (2-73)/ CNAVRES 1571/5 (10-75) NAVCOMPT 2120 (Rev. 3-72)		DATE: 3 Nov 1991	
ORIGINATOR (include location & ZIP code)		FAN	SSN
CHIEF OF NAVAL RESERVE, NEW ORLEANS, LA., 70148		60	N6830680RT23270
UNIT ATTACHED AND LOCATION		COMMAND DELIVERING ORDERS (if other than originator)	
NR ICUNIT WASH 206		NRC HUNTINGTON WV 25704	
GRADE/RATE/NAME AND OFFICIAL ADDRESS		PAY GRADE/PEBD	DESIGNATOR/NEC
RM3 ROY J. RAWLS		E4/032585	0000
560 N STREET SW		SSN 463-46-0269	
WASHINGTON, D.C. 20390		ANNUAL ACDUTRA	
		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PAY GROUP <input checked="" type="checkbox"/> A
		SECURITY CLEARANCE (based on date)	
		TOP SEC BI AUG 86	
MOB BILLET (Officers Only)			
1. Report to the nearest Armed Forces activity for certification for physical examination, including flight physical when active duty for training (ACDUTRA), involves flying, not more than 30 days prior to ACDUTRA reporting date. If found not physically qualified these orders are cancelled.			
2. NO. OF DAYS		<input checked="" type="checkbox"/> WITH PAY <input type="checkbox"/> DIFOT AUTH	ACIP AUTH: (Officers Only)
12		<input type="checkbox"/> WITHOUT PAY (Enlisted Only)	<input type="checkbox"/> DIFOPS <input type="checkbox"/> DIFOEN
		ACD: ASED:	REPORT (Date) NO LATER (Time)
			10DEC91 0730
REPORT TO:			
CO, USS VIRGINIA (CGN-38) CUM SEA DU 020425			
LSL PD 35 DAS			
MEMBER WILL RECEIVE DRILL PAY FOR 8DEC91 - 9DEC91. DO NOT PAY CONSTRUCTIVE TRAVEL PAY FOR 9DEC91. DESIGNATED DAY OF TRAVEL IS 7DEC91.			
IF THESE ORDERS ARE FOR 14 DAYS, TRAINING ACTIVITY WILL EFFECT DETACHMENT TO ENSURE COMPLETION OF 14 DAYS ACDUTRA EXCLUSIVE OF TRAVEL TIME UPON COMPLETION OF ACDUTRA RETURN TO THE PLACE TO WHICH THE ORDERS ARE ADDRESSED			
3. Failure to comply with these orders without prior cancellation by competent authority may result in disciplinary action and/or administrative action affecting your status in the Naval Reserve.			
4. You will be in a duty status for the no. of days of ACDUTRA performed plus the time necessary to travel to and from your duty station not in excess of the allowable constructive time as prescribed in Joint Travel Regulations. While in a duty status you are subject to the Uniform Code of Military Justice.			
5.			
<input checked="" type="checkbox"/> Auth to travel by commercial transport. (TR's and meal tickets furnished)		Directed to travel by government conveyance when available	
<input checked="" type="checkbox"/> Authorized to travel at your own expense subject to reimbursement		Authorized to travel at your own expense NOT subject to reimbursement	
6. If these orders are without pay, you are entitled to allowances for subsistence and quarters. NOTE: If these orders do not provide for pay, travel reimbursement, and allowances and you do not desire to bear this expense, the orders are revoked.			
7. MEMBER IS <input checked="" type="checkbox"/> IS NOT <input type="checkbox"/> ENTITLED TO BAQ WITH DEPENDENTS.			
8. COST OF TRAINING IS CHARGEABLE AS FOLLOWS: PAY/ALLOWANCES			
AA 1701405.7210 011 31119 0 068518 2D 002327 000000071600 (700.)			
TRAVEL			
AB 1701405.7210 021 31119 0 068518 2D 002327 000000074600 (100.)			
PER DIEM			
AC 1701405.7210 021 31119 0 068518 2D 002327 000000074601 (000)			
TRANSPORTATION AND MEAL TICKETS FURNISHED			
SIGNATURE OF ISSUING OFFICER			
<i>S. K. Briery</i>			
S. K. BRIERLY			
By direction of CO			
PHYSICALLY QUALIFIED FOR ACDUTRA		YES NO	DATE
		X	91DEC10
PHYSICALLY EXAMINED AND QUALIFIED FOR RELEASE		YES NO	DATE
		X	91DEC21
TRAINING ACTIVITY ENDORSEMENT		YES NO	DATE & HR REPORTED
		X	91DEC10 0001
GOVERNMENT QUARTERS AVAILABLE		YES NO	DATE & HR DETACHED
		X	91DEC21 1600
GOVERNMENT MESS AVAILABLE		YES NO	
		X	
VOUCHER NO. 1975		D.O. SYMBOL NO. 8341	
DATE: 91DEC21		NET AMOUNT PAID 750.08	
		SIGNATURE OF MEDICAL OFFICER	
		<i>D.R. Adkins</i>	
		D.R. ADKINS, LCDR, MC, USN	
		SIGNATURE OF MEDICAL OFFICER	
		<i>C.D. Simpson</i>	
		C.D. SIMPSON, LT, MC, USNR	
		SIGNATURE OF COMMANDING OFFICER	
		<i>G.B. Austin</i>	
		G.B. AUSTIN, By dir of CO	
		SIGNATURE OF COMMANDING OFFICER	
		<i>G.B. Austin</i>	
		G.B. AUSTIN, By dir of CO	
		SIGNATURE OF DISBURSING OFFICER	
		<i>P.J. Irish</i>	
		P.J. IRISH	

Figure 8-14.-AT/ADT orders-less than 30 days.

day-to-day basis that they are on active duty status, including the 31st day of a month, when applicable. This includes a member ordered to active duty for 30 days or more but released before performing at least 30 days of active duty, including the allowable travel time.

Do not pay FSA, CRA, VS, or LSL to members on AT/ADT for less than 30 days. In addition, do not pay medical pay to any medical officer who has not served on continuous active duty under one set of orders as a medical officer for at least 1 year.

Members with dependents must fill out a NAVPERS Form 1070/602 (part II only), even if the orders state that the member is entitled to BAQ with dependents.

Allowable Travel Time

Compute allowable travel time for AT/ADT of less than 30 days on the same basis as that on TAD travel. In most cases, reservists are allowed no more than 1 day of travel time to the training duty station and another day of travel time back to their homes.

Pay Deductions

Members on AT/ADT for less than 30 days cannot have allotments deducted from their pay; but deduct the appropriate FITW and FICA taxes from their pay.

When the member is associated with a drill unit in a pay status, do not deduct the SGLI premium since DFAS - Cleveland Center will deduct the SGLI premium from the member's drill pay. However, for a member not associated with a drill unit, make the deduction for SGLI in section D under Recapitulation and above Total Deductions of the NAVCOMPT Form 2120.

Travel and Transportation Allowances

Pay mileage allowance or per diem and miscellaneous expenses for travel to and from the training station on a NAVCOMPT Form 2120 or DD Form 1351-2. Do not pay constructive miscellaneous expenses (taxi fares, road tolls, and so forth) for the member's return travel. Make payment of miscellaneous expenses for the return travel only after completion of the return trip.

Procedures for claiming additional pay is discussed later in this chapter.

Payment Procedures

Pay members on AT/ADT for less than 30 days only once, on the last day of training duty. When the member is ordered to more than one training duty station, the disbursing office servicing the last duty station indicated on the orders makes the final payment.

In extreme hardship or emergency cases, the commanding officer may authorize the disbursing officer to pay the member one interim or partial payment. To figure the interim payment, compute the amount due by multiplying the daily rate of pay and allowances by the number of training duty-days completed. Record cash payment on a single-sheet NAVCOMPT Form 3055, signed by the member, and retained by the disbursing officer as a cash receipt. Annotate the NAVCOMPT Form 2120 to reflect the payment.

Training Duty Pay Voucher

The NAVCOMPT Form 2120 is used as a pay account for a reservist on AT/ADT for less than 30 days. It is also used as a travel claim. When used as a travel claim, the member completes sections A, B, and C, and signs section C as shown in figure 8-15.

In section D, you will itemize the member's pay entitlements, deductions, and travel allowances, and enter other information required to complete the voucher.

When a reservist performs inactive duty training immediately before AT/ADT; that is, Saturday and Sunday drills, with AT/ADT to commence on Monday, the Friday before the weekend drill is considered a day of travel for which AT/ADT pay and allowances are paid. Enter entitlements for travel days and for the AT/ADT period on separate lines as shown in figure 8-15.

Prepare a Treasury check for the amount shown in the Amount block. It is preferable to pay trainees by check as the amounts paid can be verified before the time of payment. Also, checks permit a speedier operation when payments involve full dollars and cents because the account is being closed.

IRS Form W-2

The disbursing officer prepares an IRS Form W-2 for each member at the end of the training period and the end of the calendar year, when training duty extends over the end of the calendar year. NAVCOMPT Form

ACDUTRA PAY VOUCHER NAVCOMPT FORM 2120 (REV. 11-75)

SSN **463-46-0269** NAME **RAWLS, ROY J.** DATE OF ORDERS **3 Nov 1991** SDN **N6830680RT23270**

SECTION A	TRAVEL ITINERARY	TRAVEL MODE CODES	TRANSPORTATION REQUEST	T	RAIL	R
			GOVERNMENT TRANSPORTATION	G	PLANE	P
			COMMERCIAL (OWN EXPENSE)	C	BUS	B
			PRIVATE CONVEYANCE	P	AUTO	A

PLACES OF DEPARTURE, ARRIVAL AND/OR DELAY		DEPARTED		ARRIVED		MODE CODE	DISBURSING OFFICER COMPUTATION
FROM	TO	HOUR	DATE	HOUR	DATE		
WASHINGTON, DC	NORFOLK, VA.	1320	12/7	1700	12/7	PA	194 mi
NORFOLK, VA.	WASHINGTON DC	1200	12/21				194 mi
FROM	TO						388 x .24 = 93.12

SECTION B STATEMENT OF MISCELLANEOUS EXPENSES

TIME	DATE DATE	TYPE OF EXPENSE	FROM	TO	AMOUNT

SECTION C CERTIFICATE OF TRAVELER

I Hereby Submit Claim for all Monies Found to be due me for Travel and Active Duty for Training Performed Under these Orders and Certify that the Above Statements and Schedules are Correct and Just in all Respects and that Payment or Credit has not been Received.

Penalty for Presenting Fraudulent Claim: Fine or not more than \$10,000 or Imprisonment of not more than 5 Years, or Both.
Title 18 USC 287, 1001

Forfeiture of Fraudulent Claim - Falsification of an Item in an Expense Account Works a Forfeiture of the Claim. Title 28 USC 2514.

MY MODE OF TRANSPORTATION FOR RETURN HOME WILL BE:

PA

SIGNATURE OF INDIVIDUAL

Roy J. Rawls

DATE

12/11/91

SECTION D DISBURSING OFFICER ENDORSEMENT

CREDITS	FROM	TO	DAYS	RATE	AMOUNT	RECAPITULATION
RM3 (6)	12/7	12/7	01	1167.80	38.91	GROSS PAY AND ALLOWANCES (FY 92) \$ 695.66 (AA)
BAQD	12/7	12/7	01	327.30	10.91	GROSS PAY AND ALLOWANCES (FY) \$
12/28 AND 12/9-WEEKEND DRILL DUTY						FICA WAGES \$ 505.83 TAX \$ 38.70
RM3 (6)	12/10	12/21	12	1167.80	466.92	WITHHOLDING TAX M02 \$ - -
BAQD	12/10	12/21	12	327.30	130.92	LESS INTERIM PAYMENT \$
CSP	12/10	12/21	12	120.00	48.00	TOTAL DEDUCTIONS \$ 38.70
						NET PAY DUE \$ 656.96
						GOV'T CONTRIBUTION (FY) TO FICA TAX (FY92) \$ 38.70 (AD)

ADDITIONAL INFORMATION: (Check this box ☐ if continued on reverse side)

SYMBOL NUMBER

8341

SIGNATURE OF DISBURSING OFFICER

P. J. IRISH

TRAVEL EXPENSES

FY (92)

388

MILES AT \$.24

PER DIEM: \$

MISCELLANEOUS: \$

TOTAL \$ 93.12 (AB + AC)

TRAVEL EXPENSES

FY ()

MILES AT \$

PER DIEM: \$

MISCELLANEOUS: \$

PV NUMBER

1975

DATE

91 DEC 21

SYMBOL NO.

8341

CASH

CHECK NO.

754227

AMT.

750.08

ON THESE ORDERS \$ 827.48 (AA + AD + AB + AC)

(Attach To Orders)

Figure 8-15. Training duty pay voucher-less than 30 days.

2120 supplies the amounts reported on each IRS Form W-2.

Training Duty Money List

Prepare the NAVCOMPT Form 2261 in triplicate. Complete the top portion and type the words **FINAL PAYMENT** in large letters, underlined in red in the upper right corner of the form as shown in figure 8-16.

Military Pay Voucher

Prepare the NAVCOMPT Form 3055 as shown in figure 8-17. As compared to the NAVCOMPT Form 3055 prepared for AT/ADT for 30 days or more, figure 8-17 shows only three columns titled FRB, NET PAY, and AMOUNT, in block 16.

The same procedures apply in preparing a Treasury check payable to the nearest FRB or to Federal Reserve Bank, Cleveland, Ohio, whichever is applicable. On rare occasions, a check payable to CNRF is prepared only if deduction for SGLI premium was made.

Training Duty Bridges Fiscal Years

When AT/ADT bridges fiscal years, charge pay and allowances and deductions to the fiscal year indicated on the orders. Prepare the NAVCOMPT Forms 2120, 2261, and 3055 as illustrated in figure 8-18.

Distribution of Documents

Figure 8-19 shows the proper distribution of documents on AT/ADT of less than 30 days. The proper distribution of these documents is one of the most important steps in processing Naval Reserve payrolls,

NAVCOMPT FORM 2261 (7-78) S/N 0104-LF 702-2810										ACOUTRA MONEY LIST		NPR 98	DSSN 8341	<u>FINAL PAYMENT</u> DATE PAID 91DEC21	
SSN	NAME (LAST FIRST MIDDLE INITIAL)	AA	AB	AC	INTRM PYMT	AD	DEDUCTIONS	NET PAY	CHECK NO						
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)						
1 463-46-0269	RAWLS, ROY J N6830680RT23270	\$695.66	\$93.12			\$38.70	\$38.70	\$750.08	754227						
2															
3															
4															
5															
6															
7															
8															
9															
10															
TOTALS		\$695.66	\$93.12			\$38.70	\$38.70	\$750.08							

Figure 8-16.-Training duty money list-less than 30 days.

NFC USE ONLY		3055		NFC USE ONLY	
MILITARY PAY VOUCHER					
1. VOU. NO. 1975		2. TOTAL PAGES 1		3. PAYROLL NO. N98	
4. DEPARTMENT				5. PURPOSE OF PAYMENT SPECIAL	
6. ORGANIZATION AND LOCATION USS VIRGINIA (CGN-38)				7. PAID BY: USS VIRGINIA (CGN-38) 91 DEC 21 SYMBOL 8341	
8. SSN				9. MEMBER'S NAME (LAST, FIRST, MIDDLE INITIAL)	
I CERTIFY THIS VOUCHER IS CORRECT AND PROPER FOR PAYMENT FROM THE APPROPRIATION AND/OR FUND INDICATED BELOW					
10. DSSN 8341		11. TYPED NAME OF DISBURSING OFFICER P. J. IRISH		12. SIGNATURE OF DISBURSING OFFICER <i>P. J. Irish</i>	
AS AGENT OFFICER TO THE ABOVE DISBURSING OFFICER, I CERTIFY THE AMOUNTS SHOWN ON THE ATTACHED MONEY LISTS HAVE BEEN PAID BY ME TO MEMBERS LISTED THEREON AFTER PROPER IDENTIFICATION.					
13. DATE PAID (FORMOSA) 91DEC21		14. SIGNATURE OF AGENT OFFICER			
15. COUNTRY CODE US 011		APPROPRIATION CHARGES			
16. APPROPRIATION RPN 92		FRB \$77.40		NET PAY \$750.08	
				AMOUNT \$827.48	
19. APPROPRIATION		AD + DEDUCTIONS		AA+AB+AC+AD	
		NET PAY + INIT PMT		AMOUNT	
22. APPROPRIATION		23. P.G.		24. AMOUNT	
25. APPROPRIATION		26. P.G.		27. AMOUNT	
FRB - 754228				28. TOTAL AMOUNT \$ 827.48	
PAYMENT DATA					
CHECK PAYMENT		29. AMOUNT \$ 827.48		30. PAID BY CHECK NUMBERS 754227 TO 754228 INCL.	
CASH PAYMENT		31. AMOUNT \$		32. SIGNATURE OF PAYEE (FOR AN INDIVIDUAL CASH PAYMENT)	
I ACKNOWLEDGE RECEIPT OF CASH PAYMENT IN AMOUNT STATED.					
<input type="checkbox"/> VALIDATION ERROR <small>NAVCOMPT FORM-OCR 3055(4 PT) (6-72)</small>					

Figure 8-17.-NAVCOMPT Form 3055-less than 30 days.

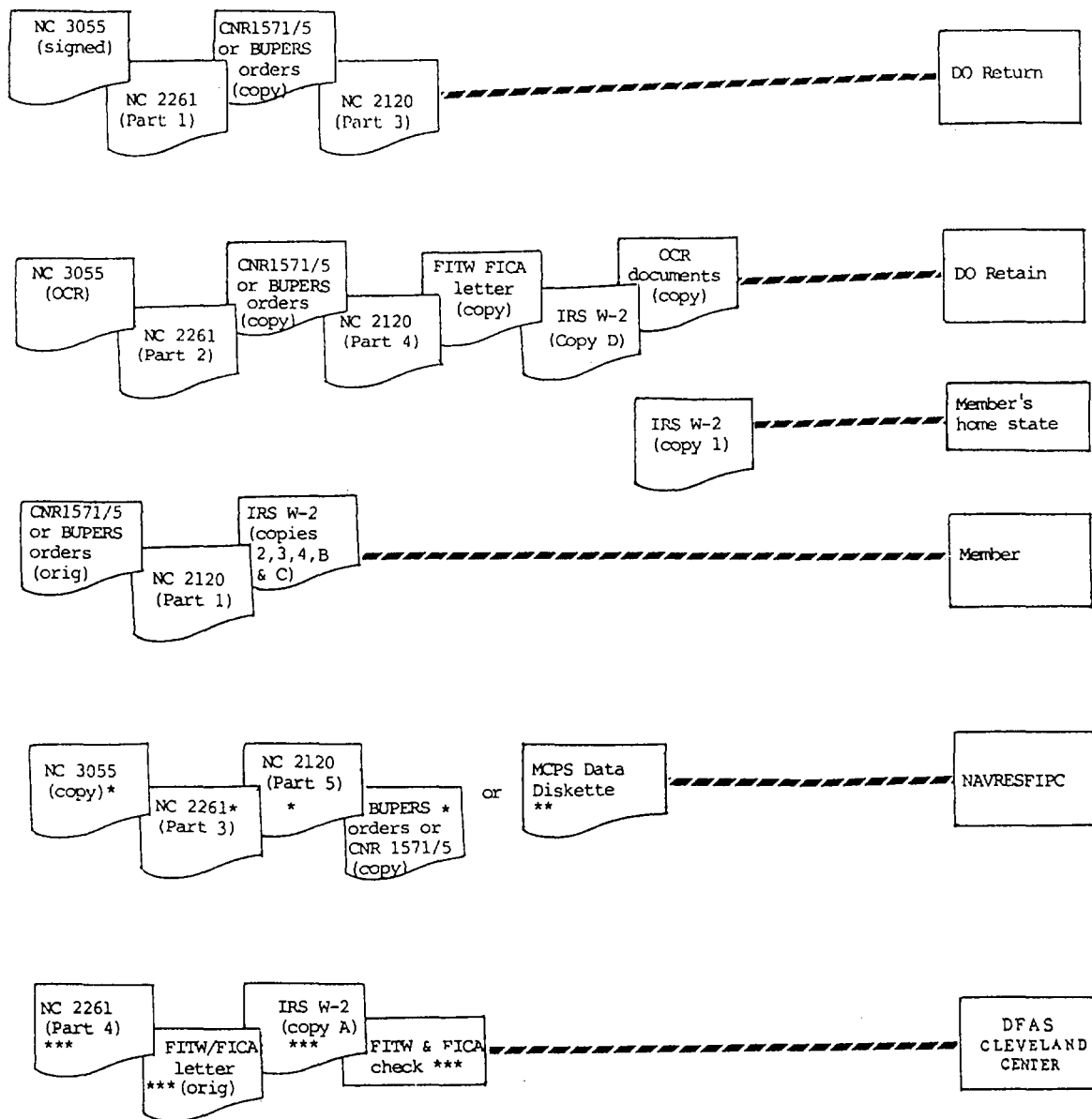
SECTION D DISBURSING OFFICER ENDORSEMENT						
CREDITS	FROM	TO	DAYS	RATE	AMOUNT	RECAPITULATION
LCDR(10)	9/26	10/9	14	1447.80	675.64	GROSS PAY AND ALLOWANCES (FY 91) \$295.42
BAS	9/26	10/9	14	55.61	25.95	GROSS PAY AND ALLOWANCES (FY 92) \$531.75
BAQD	9/26	10/9	14	269.10	125.58	FICA WAGES \$675.64 TAX \$ 39.52
						WITHHOLDING TAX M02 \$ 46.11
						LESS INTERIM PAYMENT \$ 150.00
						TOTAL DEDUCTIONS \$235.63
						NET PAY DUE \$591.54
						GOV'T CONTRIBUTION (FY 91) \$ 14.11
						TOTAL TAX (FY 92) \$ 25.41
ADDITIONAL INFORMATION (Check this box <input type="checkbox"/> if continued on reverse side)						
SYMBOL NUMBER 5234		SIGNATURE OF DISBURSING OFFICER R. M. CLYDE <i>R M Clyde</i>				
TRAVEL EXPENSES						
FY (91)	197	MILES AT \$.10	PER DIEM \$	MISCELLANEOUS \$	TOTAL \$ 19.70	
TRAVEL EXPENSES						
FY (92)	197	MILES AT \$.10	PER DIEM \$	MISCELLANEOUS \$	TOTAL \$ 19.70	
PV NUMBER	DATE	SYMBOL NO	CASH	CHECK NO	AMT	TOTAL AMT PAID
417	91OCT09	5234	150.00	37321745	630.94	ON THESE ORDERS: 906.09

NAVCOMPT FORM 2281 (7-78) S N 0104 LP 702 2810											
ACDUTRA MONEY LIST											
NPR 10 DSSN 5234 DATE PAID 91OCT09											
SSH	NAME (LAST FIRST MIDDLE INITIAL)	AA	AB	AC	INTRM PYMT	AD	DEDUCTIONS	NET PAY	CHECK NO		
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
1											
023-65-5977	DAVIS, GEORGE J	1	295.42	19.70		150.00	14.11	165.12			
	N6723277RT12965	2	531.75	19.70			25.41	465.82	37321745		
2											
456-89-7432	ALWORTH, JAMES	1	260.27	9.90		100.00	12.32	170.17			
	N6329877RT54623	2	468.48	9.90			22.17	413.26	37321746		

NAVCOMPT 3055

16 APPROPRIATION		FRB		NET PAY		AMOUNT	
RPN 91	\$ 26.43	\$585.29	\$611.72				
		17 P.G.	18 AMOUNT				
18 APPROPRIATION		198.33		879.08	1077.41		
		20 P.G.	21 AMOUNT				
22 APPROPRIATION							
		23 P.G.	24 AMOUNT				
25 APPROPRIATION							
		26 P.G.	27 AMOUNT				
				28 TOTAL AMOUNT	1689.13		
FRB - CK# 37321747							
PAYMENT DATA							
CHECK PAYMENT	29 AMOUNT	30 PAID BY CHECK NUMBERS					
	\$ 1439.13	37321745		TO 37321747		INCL	
CASH PAYMENT	31 AMOUNT	32 SIGNATURE OF PAYEE (FOR AN INDIVIDUAL CASH PAYMENT)					
	\$ 250.00						
I ACKNOWLEDGE RECEIPT OF CASH PAYMENT IN AMOUNT STATED							

Figure 8-18. Documents prepared when AT/ADT bridges fiscal years.



- * For manually prepared TRADU payroll.
 ** For activities using MicroComputer Claims Processing System (MCPS) software.
 The data diskette must be mailed no later than five days after the payroll is vouchered.
 *** For DO without EIN (see par. 80207g), forward to DFAS-CLEVELAND CENTER. DFAS-CLEVELAND CENTER will acknowledge receipt of the check and documents forwarded on copy of the letter.

Figure 8-19. Distribution of training duty documents-less than 30 days.

so you must always refer to the PAYPERSMAN and SDSPROMAN, volume II, for the current procedures.

TRAINING DUTY WITHOUT PAY

Under certain conditions members may be ordered to AT/ADT in a without pay status. Always check the

member's orders to determine if the period of training duty is with or without pay.

The only allowances that may be paid to a member performing AT/ADT without pay are as follows:

- BAS for officers for the number of days' training duty performed

- BAS or RATS SEP under the same conditions as provided for enlisted members with pay

- BAQ for both officers and enlisted personnel under the same conditions as provided for personnel as a member without dependents on active duty with pay

- Travel allowances, if applicable

When a reservist performs duty other than at the designated duty station, reimbursement for meals and quarters is authorized at reduced rates prescribed in the DODPM, part eight, section E. These reduced rates are authorized for reimbursement only when government mess and/or quarters are not available.

In rare cases, if a reservist is ordered to AT/ADT without pay and allowances, as compared to without pay, he or she is not entitled to any pay and allowances.

CLAIMS FOR UNPAID TRAINING DUTY PAY

On occasion, a member may report for training duty without his or her original training duty orders or his or her entitlement to all pay and allowances cannot be determined or supported before release to inactive duty.

UNPAID PAY AND ALLOWANCES

If a reservist has completed training duty and has not been paid, the reservist submits the original and all available copies of the AT/ADT orders to the disbursing office serving the training duty activity. Upon receipt, the paying disbursing office verifies that the bottom of the form containing the payment data has not been completed and processes the payment in the usual manner.

If the claim involves pay and allowances from a prior year and is paid the current year by disbursing officers afloat and disbursing officers who do not have EINs, the NAVCOMPT Form 3055 shown in figures 8-10 and 8-17 will be revised. The column titled FRB will be changed to DFAS-Cleveland. Prepare a check payable to DFAS - Cleveland Center, Cleveland, Ohio. Forward the check and a copy of the IRS Form W-2 to DFAS - Cleveland Center.

ADDITIONAL PAY

A reservist who has completed training duty and claims additional pay submits the original AT/ADT orders, with any necessary order modification or applicable supporting documents, and a copy of the

NAVCOMPT Form 2120 on which AT/ADT payment was made previously. The member submits his or her claim to the disbursing office servicing the member's Reserve unit or the disbursing office that made the original payment.

When the member claims miscellaneous expenses for the return travel, furnish the member a claim for reimbursable expenses form shown in figure 8-20 and a preaddressed envelope. Supplemental travel claims are also forwarded to the disbursing office servicing the member's Reserve unit or the disbursing office that made the final payment. Process supplemental payments in the usual manner and endorse the original AT/ADT orders as follows:

(Activity)	SUPPLEMENTAL
PAYMENT FOR TRADU \$	(Amount) .
PAID ON PV NO. _____	DTD _____
D.O. NAME AND DSSN	

LOST ORIGINAL ORDERS

If a reservist's original orders are lost before or during the training duty period, the disbursing office serving the training duty activity pays the member when the member's identity can be established and if certified copies of his or her AT/ADT orders are obtained. The following statement, signed by the member, must be typed or stamped on all copies of the orders:

NO FURTHER CLAIM WILL BE SUBMITTED
IF ORIGINAL TRAINING DUTY ORDERS
ARE LOCATED

If the reservist's original orders are lost and the member claims additional training duty pay after the training period, the member forwards a claim to the disbursing office serving the training duty activity. The claim, in letter form and signed by the member, must include one certified copy of the AT/ADT orders with all endorsements and other documents that support the claim. The member's letter must contain the following statement:

NO PRIOR CLAIM SUBMITTED.
IF ORIGINAL ORDERS ARE
LATER LOCATED, NO FURTHER
CLAIM WILL BE SUBMITTED.

From:

To: Disbursing Officer, (activity name)

Subj: TRAVEL EXPENSE UPON COMPLETION OF ANNUAL ACTIVE DUTY FOR
TRAINING

1. The following information is submitted for (please check the appropriate item):

() Inclusion in the travel claim that I submitted to your activity on (SDN).

() Supplemental claim for expenses incurred incident to return home travel (SDN).

NOTE: I understand that if I do not return this completed and signed form to the disbursing officer within 10 days from date of detachment, final settlement will be made on my claim based on constructive per diem computation.

2. I certify that I performed annual active duty for training over the period (show "from/to" dates). I further certify that I was detached from ACDUTRA on (show date) and incurred the following expenses incident to returning home:

a. taxicab/bus/subway or limousine fare (circle one) from training site to airport: \$_____;

b. taxicab/bus/subway or limousine fare (circle one) from airport to home: \$_____;

c. mileage for privately-owned conveyance travel from carrier terminal to home (number of miles) plus reimbursement for ferry fares: \$_____ road/bridge/tunnel tolls: \$_____ and parking fees at terminal: \$_____;

d. tips to baggage handlers at transportation terminal (state how many pieces of baggage): \$_____ tips to taxi drivers: \$_____;

e. rental car charges not previously claimed: \$_____.

NOTE: I am attaching receipt.

(Signature)

(Date)

Figure 8-20.-Claim for reimbursable expenses for return travel incident to AT/ADT.

Payment procedures for AT/ADT pay discussed earlier apply. The reservist submits travel and per diem claims based on lost original orders according to the procedures prescribed in NTL, chapter 4.

DOUBTFUL CLAIM

A reservist who submits a doubtful claim for training duty pay and whose original orders are lost must

forward his or her claim to DFAS - Cleveland Center via the disbursing officer serving the training duty activity. The member's letter must also contain the following statement:

NO PRIOR CLAIM SUBMITTED.
IF ORIGINAL ORDERS ARE
LATER LOCATED, NO FURTHER
CLAIM WILL BE SUBMITTED.

The disbursing officer must include the following statement in his or her endorsement to the claim:

I HAVE NOT AND WILL NOT
MAKE PAYMENT ON THIS CLAIM.

SUMMARY

In this chapter, we discussed the types of necessary forms and documents that DKs normally prepare and process to pay Reserve members ordered to active duty. You are now aware that entitlements to pay and allowances and payment procedures may differ from those for Regular Navy members depending on the type of active duty the Reserve member performs. You should become familiar with the various proper procedures we have discussed.

It is nice to have MCPS in a disbursing office because its L30 and G30 modules automatically maintain, compute, and process AT/ADT payments, but you must still know how to process Reserve payrolls manually as a backup.

When processing AT/ADT payments and claims, remember the number 8. To find out what type of pay and deductions that reservists are authorized you should refer to part eight of the DODPM. Disbursing and payment procedures are found in part eight of the PAYPERSMAN and part eight of the SDSPROMAN,

volume II. You can also refer to chapter 8 of this training manual.

REFERENCES

Department of Defense Military Pay and Allowances Entitlements Manual (DODPM), NAVSO P-6048, Part Eight, Change 22, Department of Defense, Washington, DC, December 9, 1990.

Joint Federal Travel Regulations (JFTR), NAVSO P-6034, Volume 1, Change 53, Department of Defense, Per Diem, Travel and Transportation Allowance Committee, Washington, DC, May 1, 1991.

Naval Military Personnel Manual (MILPERSMAN), NAVPERS 15560A, Change 14, Department of the Navy, Naval Military Personnel Command, Washington, DC, December 22, 1990.

Navy Pay and Personnel Procedures Manual (PAYPERSMAN), NAVSO P-3050, Part Eight, Change 124, Navy Department, Office of the Comptroller, Washington, DC, March 1, 1991.

Source Data System Procedures Manual (SDSPROMAN), NAVSO P-3069-2, Volume II, Part Eight, Change 30, Navy Department, Office of the Comptroller, Washington, DC, March 19, 1991.

U.S. Navy Travel Instructions (NTI), NAVSO P-1459, Chapters 4 and 6, Change 33, Navy Department, Washington, DC, September 25, 1990.